

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, April 17, 2014 4:50 PM
To: Erikson, Linda
Cc: Wells, Mike
Subject: RE: Email Records Management

Hi Linda,

Thanks for the email. The short answer is yes, Michelle will need to keep email directing staff. As a Senior Official, Michelle should have many records and some of them may be permanent. As for email records you can save her emails using EZ Email. You only need to separate Agency records by whether they are sensitive (EZ Private) or if they aren't (EZ Shared).

In the simplest format, Records are:

- Created in the course of business
- Received for action
- Documents EPA activities and actions

Here is a link to a helpful [Records Management Basics page](#). I would be happy to meet with you if you would like. If you haven't used EZ Email records, (but I think you have....?) it's pretty user friendly. I'll be out tomorrow and Monday and back on Tuesday. My calendar is generally up-to-date, so feel free to invite me to a meeting. If you need assistance before then, please contact Mike Wells the Records Liaison Officer (x4252). Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Erikson, Linda
Sent: Thursday, April 17, 2014 3:41 PM
To: Aoyama, Joyce
Subject: FW: Email Records Management

Hi Joyce,

I will be doing email clean-up and reorganization for Michelle. She was wondering if she needed to keep emails directing staff to perform work or similar.

Can you please provide guidance on that specifically? Also, can I come see you regarding generalized record retention? Thanks!

From: Pirzadeh, Michelle
Sent: Thursday, April 10, 2014 7:03 AM
To: Erikson, Linda
Subject: Re: Email Records Management

Great, I should probably go over the questions I have with you.

Michelle Pirzadeh
Deputy Regional Administrator
U.S. Environmental Protection Agency, Region 10
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Seattle, Washington 98101
(206) 553-1234

From: Erikson, Linda
Sent: Wednesday, April 9, 2014 8:15:53 AM
To: Pirzadeh, Michelle
Cc: Magorrian, Matthew
Subject: RE: Email Records Management

I'll look into guidance and will work on this on Friday.
Thank you.

From: Pirzadeh, Michelle
Sent: Tuesday, April 08, 2014 6:19 PM
To: Erikson, Linda
Cc: Magorrian, Matthew
Subject: Email Records Management

Hi Linda,

I'd like to get your help in getting my email in and sent boxes cleaned out and filed as records as appropriate. I need some guidance on what I'm required to keep and help filing/archiving it. Let's discuss, this might be a good Friday activity. Thanks

Michelle L. Pirzadeh
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